

VISA/MC Cardholder Authorization Instructions

We acknowledge that sometimes in the course of business it necessary to send someone who is not the VISA or MasterCard cardholder in to pay permit fees. In order to minimize the County's risk in accepting a card as payment in such a situation, the County asks that you provide us written authorization to do so. Please provide the following on your company letterhead (if possible):

1. The Cardholder's name and address (as it appears on his/her statement.)
2. A telephone number where we can reach the cardholder if we have questions.
3. The Cardholder's credit card account number and expiration date as it appears on the card.
4. The name of the person(s) authorized to sign for the transaction.
5. The effective date (or range of dates) that the authorization is good for (we will keep the letter on file if this is a recurring situation.)
6. The amount (or range of amounts) that the authorization is good for.
7. The original signature of the cardholder authorizing the use by another person.

The authorized representative must present the actual card and his/her picture ID with the letter.

Cashiers will keep this information secure and use it only for transactions authorized in the letter.